

City of Memphis Equal Business Opportunity (EBO) Program

This project is subject to the requirements of the City of Memphis Ordinance #5384, responsibility to ensure that all requirements of this ordinance are met. The Ordinance may be accessed on the City's website at www.memphistn.gov under "Doing Business". The intent of the EBO Program is to increase the participation of minority and women-owned business enterprises (M/WBEs) in the City's purchasing activities. Toward achieving this objective, the M/WBE participation goal for this solicitation is **12%**. The percentage of M/WBE participation is defined as the dollar value of subcontracts awarded to certified minority and/or women-owned business enterprises divided by the total proposed base bid amount.

Participation Plan

The Participation Plan must include: (1) level and dollar amount of participation your firm anticipates to achieve in the performance of the contract resulting from this RFQ; (2) the type of work to be performed by the M/WBE participation; and (3) the names of the M/WBEs the Respondent plans to utilize in the performance of the contract resulting from this solicitation.

The Respondent must complete the Equal Business Opportunity Program Compliance Form included in this solicitation.

Eligible M/WBE Firms

To qualify as an M/WBE firm, per the requirements of City of Memphis Ordinance #5384, a firm must be included on the City's list of certified M/WBE firms. One or a combination of several M/WBEs may be utilized to meet the established goal of **12%**. A list of eligible M/WBE firms is included in this solicitation.

Requests for verification must be submitted to the City's Contract Compliance Office listed below:

Mary Bright, Esq.
City of Memphis
Contract Compliance Office
125 North Main Street, Suite 546
Memphis, TN 38103
Phone: (901) 576-6210
Fax: (901) 576-6560
Email: mary.bright@memphistn.gov

CITY OF MEMPHIS EQUAL BUSINESS OPPORTUNITY PROGRAM COMPLIANCE FORM

PROJECT TITLE: PROPOSAL FOR COLLECTION OF AMBULANCE RECEIVABLES
BILLING for FIRE SERVICES.

Project M/WBE Goal: 12%

The following sections must be completed by bidder. A certified subcontractor or supplier is defined as a firm from the list of certified firms provided with this solicitation.

Bidder's Name

Section A - If the bidder is a certified firm, so indicate here with a check mark.

_____ MBE _____ WBE

Section B - Identify below those certified firms that will be employed as subcontractors or suppliers on this project. By submitting this response, the bidder commits to the use of the firms listed below.

\$ = Show the dollar value of the subcontract to be awarded to this firm

% = Show the percentage this subcontract is of Offeror's base bid

M/WBE = Show by inserting an M or W whether the subcontractor is an MBE or WBE

\$/% M/WBE SERVICE CERTIFIED SUBCONTR. NAME, ADDRESS, TEL. #

Total MBE \$ _____ % _____

Total WBE \$ _____ % _____

**THIS COMPLETED FORM MUST BE SUBMITTED WITH THE
PROPOSAL/RESPONSE OR THE RESPONSE WILL BE CONSIDERED NON-
CONFORMING.**

Good Faith Efforts Documentation

If a Respondent proposes an M/WBE percentage less than the established goal, the Respondent must, at the time of the response, submit a Good Faith Efforts statement accompanied by the appropriate documentation justifying its submitted M/WBE percentage. The ability of the Respondent to perform the work with its own work force will not in itself excuse the Respondent from making good faith efforts to meet participation goals. The

determination of whether a Respondent has made a good faith effort will be made by the City's Contract Compliance Officer, Director of Finance and the Purchasing Agent, prior to the award of the project. The Good Faith Efforts statement must include the following documentation:

GOOD FAITH EFFORT DOCUMENTATION FORM

To The Honorable Mayor City of Memphis, Tennessee

From: _____
CONTRACTOR NAME

PROJECT TITLE: _____

Enclosed please find the required documents:

_____ Said Bidder _____ did / or _____ did not attend the project pre-bid meeting.

_____ Copies of all written notification to City of Memphis M/WBE listed firms.
(Please attach list of all firms notified, detail how they were notified and when).

_____ Said Bidder _____ did / or _____ did not select economically feasible portions of
the work to be performed by M/WBE firms.

_____ List all M/WBE firms with which negotiations took place. (Attach list. If no negotiations
were held, please state so.) Provide names, addresses, and dates of negotiations.

_____ Statement of efforts to assist M/WBE firms, with bonding, insurance, financing,
or with document review. (Attach list. If no assistance was provided, please state so.)

_____ The Bidder _____ did / or _____ did not use all M/WBE quotations received. If the Bidder did
not use all M/WBE quotations received, list on attached sheets, as required as to the reasons
those quotes were not used.

_____ List (on attached sheets as required) all M/WBE firms contacted that the bidder considered
not to be qualified, and a statement of the reasons for the bidder's conclusions. If no firms
were found to be non-qualified, please state so.

**THIS SIGNED FORM MUST BE SUBMITTED WITH THE BID IF THE BIDDER DOES NOT MEET THE REQUIRED
M/WBEPROJECT GOAL WITH THEIR BID. IF NOT SUBMITTED THE BID WILL BE CONSIDERED NON-CONFORMING.**

Contractor's Name

Signature

Printed or Typed Name and Title